

DIVISION OF CUSTOMER SERVICES
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS
BOARD OF OCCUPATIONAL THERAPY

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Wednesday, March 23, 2016
3:13 p.m.

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Janet Rivard Michaud (Chair)
Kim Gilbert
William Buonanno, MD

BOARD MEMBERS NOT IN ATTENDANCE

Eugene Leco

STAFF MEMBERS IN ATTENDANCE

Alana Rodriguez, Board Manager

1. Establishment of a quorum

A meeting of the Board of Occupational Therapy was held on Wednesday, March 23, 2016 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 3:13 p.m. on a motion by Janet Rivard Michaud and seconded by Kim Gilbert. Motion carried.

2. Presentation of the January 21, 2015 Open Session Meeting Minutes

Motion was made by Kim Gilbert and seconded by Janet Rivard Michaud to accept the Open Session minutes of January 21, 2015. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

a. Announcements

Alana Rodriguez introduced herself to the Board as the new Board Manager. Alana briefly explained to the board her board assignments and duties.

b. Chairperson

Per Statute the Board is to elect a chair person every year. This year the Board unanimously nominated Janet Rivard Michaud to be the Board Chair.

c. Application Review Process

Alana Rodriguez informed the Board that the Director of Health has designated the authority back to the Department to approve license applications. The Board was in unanimous agreement. Applications with criminal history or disciplinary actions will be brought before the Board for approval. In addition to the application process, Alana also updated the Board on the new NBCOT web portal which allows state regulators to access applicant's scores and certification efficiently.

d. Board Recruitment

Alana updated the Board that Sarah Harrigan is the new Chief of Professional Boards and Commissions. Sarah is actively recruiting and Alana encouraged the Board to forward any recommendations to the Department.

e. Licensee Information

Alana Rodriguez reported to the Board that since the last Board meeting the Department has licensed 56 OT(s) and 80 OTA(s).

4. New Business

- a. The American Occupational Therapy Association
In the Board member's folders Alana provided copies of the AOTA's informational packet .
- b. 2016 NBCOT Leadership Forum May 11-13, 2016
Kim Gilbert will be attending the NBCOT Forum on behalf of the Board.
Kim is encouraged to report back to the Board information discussed at the NBCOT at the next scheduled meeting.

5. Motion to adjourn to Closed Session

Motion was made by Janet Rivard Michaud and seconded by Kim Gilbert to adjourn to Closed Session at 3:42 p.m. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

6. Motion to return to Open Session

Motion was made by Janet Rivard Michaud and seconded by Kim Gilbert at 4:18 p.m. to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

7. Final Actions on all votes taken in Closed Session

- The board reviewed and approved (7) applications.

8. Adjournment

The next Board of Occupational Therapy meeting will be held Wednesday, June 29, 2016 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Janet Rivard Michaud and seconded by William Buonanno to adjourn at 4:18 p.m. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alana Rodriguez", with a stylized flourish at the end.

Alana Rodriguez
Board Manager
Center for Professional Boards and Commissions